

CITY OF BURBANK

DEPUTY FINANCIAL SERVICES DIRECTOR

DEFINITION

Under general direction, to plan, organize, review, and manage the administrative/budget/purchasing division of the Financial Services Department; coordinates all interdepartmental and intradepartmental responsibilities and projects and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and directs all activities within the administrative/budget/purchasing division of the Financial Services Department; represents the Director in all interdepartmental and intradepartmental issues and projects, may serve as the department head in the absence of the Financial Services Director and the assistant; conducts, coordinates, and supervises a variety of division related programs, services, and records; coordinates all departmental reports to Council, assists in the development and implementation of department goals, objectives, policies, and procedures; measures accomplishments against stated objectives; researches, develops, and prepares studies, reports, correspondence, and technical materials in accordance with City policies and related legal requirements, including those required for state and federal grants, analyzes and modifies functions, systems, and forms; analyzes existing and proposed ordinances, statutes, resolutions, legislation, and other documents for impact on departmental operations; develops plans to meet future divisional needs; reviews literature to keep current on professional data and information; prepares and administers division budget; selects, trains, supervises, and evaluates the performance of staff; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; resolves employee relations matters; assists and advises the Financial Services Director, City employees, and the public; coordinates activities with other division managers; drives on City business

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – principles, procedures, and techniques of municipal administration and /or budgeting; current legislation regulating public finances; the use of present and emerging automated services and technologies; principles and practices of sound personnel management and supervision.
- Skill in – organizing, directing, and supervising a general government division; the use of computers; making independent judgements and decisions based upon standard policy or procedures; interacting and communicating tactfully and effectively with a culturally diverse population; gaining cooperation through discussion and persuasion; training staff in assigned duties; fostering a teamwork environment.
- Ability to – analyze, comprehend, and apply administrative departmental and City policies, rules, and regulations to resolve financial and administrative problems; develop, revise, and maintain accounting systems and procedures; prepare, implement, and manage long range financial programs; administer activities within established policy; conceptualize budget or purchasing needs and processes; follow instructions and directions; write clear and accurate reports; operate a computer terminal; make public presentations; establish and maintain effective working relationships with supervisors, fellow employees, and the public; review and evaluate job performance; plan, design, and implement staff training; instruct staff on policy matters and proper safety procedures; interface with computers; interact with the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a degree in accounting, public or business administration, or related field. Four years of recent experience in governmental administrative/budget or purchasing work, including at least two years of supervisory experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.